



EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
WASHINGTON, D.C. 20503

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December 7, 1968

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

The President has asked me to provide you with this copy of his opening statement at Wednesday's Cabinet meeting.

He considers it a most important expression of his desires for the transition period and hopes that it will provide you with clear and helpful guidelines.

If any departmental or agency initiatives involving future changes in policy or programs are required to be announced during the next 45-day period, the President would like to review them before action is taken.

Charles J. Zwick
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Director

Attachment

DD/S&T
FILE COPY

We are now approaching the last month of this Administration. We have had five years to initiate and implement new programs and to change existing policy. Every member of the Cabinet may be justly proud of our record.

Of course, the government must go on without interruption until January 20. Each department head will have daily problems to solve and some program decisions cannot be properly deferred.

However, it is neither desirable or equitable to bind the hands of the next Administration in major program areas unless there is overriding necessity to do so. We should not needlessly foreclose the options of the new Administration to initiate their own program changes. It would be particularly unfair to take actions now which must be implemented over a long period of time.

For this reason, I ask each Cabinet officer to review with great care the remaining matters in his department. This is not the appropriate time for fundamental changes in existing programs. It is not the time to revolutionize the government structure with major reorganizations. It is not the time to adopt new policies which would be thus forced on the new Administration.

We have had five wonderful and productive years. Let us all take care that in this last month, we do not diminish our contribution by rash, eleventh hour actions carrying consequences which have not been carefully considered at all levels of government, by all affected departments and by the President.

I welcome the opportunity to discuss specific items which might fall in this category with any members of the Cabinet.

-- Opening Statement by the President at
Cabinet Meeting, December 4, 1968.